

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 12-004a Open Date: 13 October 2011 Close Date: 15 November 2011

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #12-006A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: ADMINISTRATIVE ASSISTANT

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7**

ORGANIZATION/LOCATION: 175th WING, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SEQUENCE: # 000000

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ENLISTED MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.

BRIEF OF DUTIES AND RESPONSIBILITIES

Assists in managing the Internal Management Control Program (IMPC). Assists the Commander, Vice Commander and Wing Inspector General with planning and coordination of the Command Inspection program. Oversees the Officer Evaluation Program. Assists in the development of policy letters which may require researching applicable directives from higher authority, to ensure conflict will not result from issuance of new policy. When assigned by the Air Commander, supports unit personnel in their computer needs by answering routine questions and bringing issues and problems to the attention of Information Management personnel. Maintains and administers multiple support budgets for the Air Commander's Office. Processes orders for the section, to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Maintains personal contact with functional managers to discuss administrative practices and services, provide technical advice, and guidance, and recommend methods and procedures where necessary. Controls access to the Air Commander and/or Vice Air Commander. Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Provides for control of all classified documents for the Command Administrative Office. Insures that documents are properly logged and safeguarded. Performs other duties as assigned.

AFSC

AFSC: 3DXXX. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the AFSC Specialty Qualifications defined in AFI 36-2101, Enlisted Classification. Enlisted members may be selected without an awarded 3-level in a compatible duty AFSC but **must agree in writing to attend the first available 3-level formal technical training course and continue to make satisfactory progress in retraining.** Refer to ANGI 36-101, Chapter 5, Para 5.2.1.1. for more specific information regarding this requirement. Applicants must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECDD, dtd 31 October 2009, Attachment 4.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will not be paid.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION